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RETURN TO

RECORDS SERVICES DIVISION
15 JAN 1961
GENERAL SERVICES OFFICE

MEMORANDUM FOR: Chief, Acting Management Officer
Management Improvement Staff

SUBJECT: Proposed Handbook No. Glossary of
Intelligence Terminology

25X1

1. The subject memorandum requests the comments of the General Services Office with respect to certain questions concerning the publication of a proposed Glossary of Intelligence Terminology. The questions asked and the answers with respect to the records management function are as follows:

(a) Question: Is there a general need for a glossary as an aid to uniform understanding of intelligence terminology and accuracy of communication?

Answer: We feel that there is a general need for a CIA Glossary of Intelligence Terminology. However, the glossary should not be limited to intelligence language. Of equal need and interest to CIA personnel are the numerous terms commonly used in connection with Personnel, Training, Logistics, Finance, and other administrative functions.

(b) Question: Should use of a general glossary be a matter of,

- (1) the discretion of individual employees
- (2) intra-office policy
- (3) Agency policy?

Answer: We feel that the glossary should be used as a matter of Agency policy.

(c) Question: Is the scope of the OTR Glossary substantially adequate to cover the activities of your component? If not, what major categories of intelligence terminology must be amplified or added to the Glossary?

Answer: The activities of this office are entirely an administrative nature and are not covered by the proposed Glossary. If the suggestion made in answer to Question (a) is adopted, it is recommended that the attached list of terms commonly used in connection with the Agency Records Management Program be included. There are many additional, rather technical, terms

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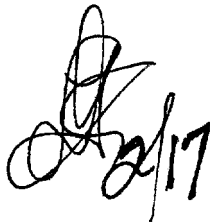
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which are not shown on the attached list. They have been omitted because they will not have the same general usage as the proposed entries and they will be included in related handbooks distributed to personnel actively engaged in such work.


Chief, Records Management Branch

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Attachment


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GLOSSARY OF TERMS

AREA RECORDS OFFICER: An individual assigned the responsibility for administering a records management program for a specific organizational element.

CORRESPONDENCE MANAGEMENT: The streamlining and improvement of correspondence through the installation of form letters, correspondex systems, and other shortcuts; standardization of correspondence practices in accordance with an agency correspondence manual and through the development of supplements to this manual or other written guides; the training of letter writers and typists.

FORMS MANAGEMENT: A specialized program designed to eliminate unnecessary forms, standardize and improve necessary forms and related procedures, and control the creation of new forms.

NONRECORD MATERIAL: Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications or processed documents.

RECORDS: All books, papers, maps, photographs, films, recordings or other documentary material, regardless of physical form or characteristic, made or received by any portion of the Agency in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by the Agency or its legitimate successor as evidence of the organization, function, policies, decisions, procedures, operations, or other activities of the Government, or because of the informational data contained therein.

RECORDS CENTER: The facility established for the receipt, maintenance, servicing, and disposition of the noncurrent records of the Agency.

RECORDS CONTROL SCHEDULE: A written plan for the disposition of records. It includes the following information:

1. An identification of the series of records of each function or organization that should be preserved, and a plan for their retirement.
2. An identification of the series of records of each function or organization that are disposable and a plan for their periodic disposal and/or retirement prior to their disposal.

RECORDS DISPOSITION: A program designed to legally and systematically dispose of (either through destruction or transfer to a Records Center,) those records which have outlived their usefulness to current operations. Microphotography is employed as a technique in this program.

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RECORDS SYSTEMS: A program aimed at the efficient establishment, review, and revision of uniform procedures and systems for receiving, organizing, using and maintaining records, including the patterns for processing documents, the mechanization of paperwork processes, the establishment of controls for classifying-filing-segregating records, and the development of documentation techniques and reference services. Microphotography is frequently employed in the solution of record system problems.

REPORTS MANAGEMENT: A specialized program designed to eliminate unnecessary reports, improve necessary reports and related procedures, and control the creation of proposed reports.

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Records Management Nomenclature

<u>Name of Program</u>	<u>Definition of Program</u>	<u>*Suggested Titles of Program Personnel</u>
Records Management	An over-all program designed to control the creation, maintenance and use, and disposition of records. Also applies to a program encompassing two or more of the specialized phases.	Records Management Officer or Records Manager or Records Mgt. Coordinator Reports Management Officer or Reports Management Analyst
Reports Management	A specialized program designed to eliminate unnecessary reports, improve necessary reports and related procedures, and control the creation of proposed reports.	
Correspondence Management	The streamlining and improvement of correspondence through the installation of form letters, correspondence systems, and other shortcuts; standardization of correspondence practices in accordance with NCM and through the development of supplements to the Navy Correspondence Manual or other written guides; the training of letter writers and typists.	Correspondence Mgt. Officer or Correspondence Mgt. Analyst
Directives Systems	A program aimed at standardizing and simplifying the methods for issuing and maintaining directives in order to eliminate directives which duplicate, overlap or conflict; to improve the adequacy and coverage of directives and identify gaps in policy and procedures; to eliminate duplicate writing, printing and distributing; and to improve reference aids.	Directives Mgt. Officer or Directives Analyst
Forms Management	A specialized program designed to eliminate unnecessary forms, standardize and improve necessary forms and related procedures, and control the creation of new forms.	Forms Management Officer or Forms Management Analyst

*These are suggested Program titles. It is realized that many activities prefer organizational titles such as Head, Records Mgt. Branch, etc. As in other professions these titles may not always coincide with Civil Service Commission titles.

<u>Name of Program</u>	<u>Definition of Program</u>	<u>Title of Program Officer</u>
✓ Record Systems	A program aimed at the efficient establishment, review, and revision of uniform procedures and systems for receiving, organizing, using and maintaining records, including the patterns for processing documents, the mechanization of paperwork processes, the establishment of controls for classifying-filing-segregating records, and the development of documentation techniques and reference services. Microphotography is frequently employed in the solution of record system problems.	Record Systems Officer or Record Systems Analyst
Records Disposal	A program designed to legally and systematically dispose of (either through destruction or transfer to a Records Center,) those records which have outlived their usefulness to current operations. Microphotography is employed as a technique in this program.	Records Disposal Officer or Records Disposal Analyst
Office Equipment	A program designed to assist in the selection, control and utilization of office equipment.	Office Equipment Officer or Office Equipment Analyst